



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 22, 2015

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 23, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, October 6, 2015**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Land Surveyor License must accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

LS IV

Plats & Plans Chief
Region 4/District 6/Program Development
Highways
Springfield

Attachments
40514

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, October 6, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Land Surveyor License must accompany application for this position.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Land Surveyor IV

Salary Range: \$5,015 - \$9,155

Position Title: Plats and Plans Chief

Union Position: ☒ Yes ☐ No

Position Number: PW804-23-56-301-10-01

IPR#: 40514

Office/Central Bureau/District/Work Address:

Division of Highways/ Region 4/ District 6/ Program Development/ 126 E Ash St, Springfield, IL

Description Of Duties:

Plans, coordinates, directs and supervises all right of way design activities to prepare plans, plats, legal descriptions and related documents needed for acquisition of right of way; signs and seals all plats developed by the Department; prepares authorization submittals. This position also manages staff and consultant work to ensure accuracy and conformance to standard specifications, policies and professional engineering and surveying practices.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Land Surveyor license
- Valid driver's license
- Districtwide travel

The following criteria is desired:

- Eight years of experience in the practice of land surveying including three years of supervisory responsibility
- Ability to perform difficult technical research work and make comprehensive recommendations on surveying problems

8:00 a.m. – 4:30 p.m. / Monday – Friday

***Overtime may be required.**

***THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	August 2015	POSITION:	Plats & Plans Chief
APPROVED BY:	<i>Roger Driskell</i>	OFFICE/DIVISION:	Highways/District 6 Program Development
CODE:	PW804-23-56-301-10-01	REPORTS TO:	Land Acquisition Engineer

Position Purpose

This position is accountable for supervising a staff engaged in preparing right-of-way plans, plats, legal descriptions and condemnation exhibits and for reviewing plats and legal descriptions submitted by consultants.

Dimensions

Staff:	3 Direct
Annual Right-of-way Acquisition:	20 - 25 Projects
Right-of-way Parcels:	200 - 300

Nature and Scope

This position reports to the Land Acquisition Engineer as do the Surveys Chief, Condemnation, Engineer & Manager, Appraisal Manager, Acquisition Manager, and a Secretary. Reporting to this position are the Plats and Plans Team Leaders and Plats and Plans Surveyor.

This position has a direct influence in ensuring that obligated construction funds are not lost by providing the timely completion of high quality legal documents. The expertise of the incumbent lessens litigation costs through proper evaluation of all title evidence. The incumbent reviews and ensures the accuracy, completeness and legal acceptability of the statutory plats. S/He reviews design plans and recommends the required right-of-way.

Typical problems involve the design and development of right-of-way plans, plats and legal descriptions which often are complicated by conflicting ownership and title evidence of record. The incumbent uses professional judgment in determining the proper limits of areas to be acquired. The greatest challenge of this position is to provide protection to the private citizen as property owner and to the Department as well by ensuring that highway improvements are constructed on land owned by the state.

The incumbent establishes work schedules and allocates resources required to complete assigned projects and monitors the progress of the plats and plans work. S/He reviews all documents prepared under her/his supervision. The incumbent manages and reviews the work of consulting engineering firms retained by the Department for the preparation of right-of-way plans, plats and legal descriptions. S/He prepares and/or supervises the preparation of other right-of-way plans, plats and legal descriptions. S/He prepares and/or supervises the preparation of other right-of-way related documents such as federal participation programming requests for authorization for preliminary right-of-way work, and authorization for right-of-way acquisition. The incumbent correlates right-of-way requirements, ownership, title evidence, and field survey data as submitted by the district Chief of Surveys and certifies plats prepared by the Department. This position handles inquiries and complaints from land owners, attorneys, other land surveyors and agencies pertaining to legal documents and the engineering aspect of right-of-way plans. The incumbent maintains complete files and records of parcels of property in the form of plats, legal documents and agreements involved in each purchase.

The incumbent accomplishes these accountabilities with the assistance of Plats and Plans Team Leader and two Plats & Plans Technicians who design and draw right-of-way plans and plats, draft legal descriptions and

documents, furnish field land survey information and computerize data for area determination and property lines.

This position works within the guidelines provided by the Land Acquisition Manual, Federal Highway Program Manual, Highway Design Manual, Road and Bridge Laws and the Illinois Revised Statutes. The incumbent has considerable latitude regarding survey interpretations, plats and plans preparation and staff training. Problems beyond the authority of the incumbent, such as arbitrary survey interpretations and plat preparation in areas of uncertain property rights and/or ownership will be referred to the Land Acquisition Engineer along with recommendations. This position is unique in that it requires the incumbent to be an Illinois Professional Land Surveyor.

The incumbent works closely with personnel of the Central Bureau of Land Acquisition as to policy, clarification and advice. S/He also works very closely with Study and Plans and the Programs Sections of the Bureau of Program Development, the Construction Section of the Bureau of Program Implementation, and the Maintenance Section of the Bureau of Operations for status of past, present and future right-of-way plats and legal documents involving state right-of-way. S/He maintains liaison with consultant engineering firms retained by the Department for interpretation of policies and to provide advice or consultation, and to review consultant work or plats and plans. Daily contact is also necessary with public officials, developers, property owners, consultant engineers, other state agencies and the Federal Highway Administration. This position may require overtime and overnight travel.

The effectiveness of the incumbent is measured by the degree of accuracy and ability to meet appraisal and negotiation schedules in order that construction schedules are not delayed. The ultimate measure of the incumbent's performance is the total absence of costly claims and litigation's the Department can be subjected to.

Principal Accountabilities

1. Plans, coordinates, directs and supervises all right-of-way design activities to prepare plans, plats, legal descriptions and related documents necessary for the acquisition of right of way.
2. Reviews all work to ensure its completeness and accurateness and that it meets scheduling dates.
3. Signs and seals all plats developed by the Department.
4. Ensures that all work by staff and consultants is accurate and in conformance with standard specifications, policies and professional engineering practices.
5. Prepares authorization submittals.
6. Performs other duties as required or assigned.
7. Performs duties in compliance with departmental safety rules.
8. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.